



Department of Health and Human Services

National Institutes of Health

Announces a Senior Executive Service Vacancy

**SELECTEE, IF NOT CURRENTLY SES, MUST SERVE
A ONE YEAR PROBATIONARY PERIOD**



Announcement No.:

OD-09-05SES

Opening Date: August 21, 2009

Closing Date: September 21, 2009

Position:

Associate Director for Legislative Policy and Analysis
ES-340

Organization:

Department of Health and Human Services (DHHS)
National Institutes of Health (NIH)
Office of the Director (OD)
Office of Legislative Policy and Analysis (OLPA)

Location:

Bethesda, Maryland

Salary Range:

\$117,787 - \$177,000

(A Relocation or Recruitment Incentive may be authorized subject to individual approval.)

Who May Be Considered: Applications will be accepted from all qualified persons. Current SES employees, individuals with SES reinstatement eligibility, and SES Candidate Development Program graduates must apply to be considered for this position. (Applications will be accepted from U.S. Citizens and Non-Citizens as allowed by appropriations and statute.)

Job Summary:

Who we are, what we do, and why it matters. The National Institutes of Health (NIH) is the premiere biomedical research center for the Nation and the world. The [27 Institutes and Centers](#) at NIH employ approximately 18,000 employees doing a vast array of jobs, all supporting research efforts for a healthy nation. For more information on the NIH mission, goals, and Institutes and Centers, please visit [NIH Overview](#). To find out more about working at NIH, visit [Life at NIH](#).

The Office of the Director, National Institutes of Health is seeking exceptional candidates for the position of Associate Director for Legislative Policy and Analysis. This is a career Federal position in the Senior Executive Service. See "Duties" section for a list of the major responsibilities.

As part of the SES at NIH, you will be among a group of highly skilled executives, contributing to one of the most important missions in the Federal government: improving the health of the Nation and saving lives.

APPLICATIONS MUST BE RECEIVED ELECTRONICALLY BY THE CLOSING DATE (11:59 PM)

Duties and Responsibilities:

The Associate Director for Legislative Policy and Analysis provides executive leadership and direction for NIH legislative policy, analysis, development, strategy and liaison relevant to NIH programs and activities. As the senior legislative official for NIH, the incumbent analyzes the overall legislative needs of the NIH, directs the development of legislative proposals and testimony, and provides liaison with Congressional committees. Other responsibilities include: advising the Director, NIH, and senior staff on political issues and on pending legislative and oversight activities, representing the agency on legislative matters, as appropriate, and managing legislative policy and liaison activities with the Congress, the Department, and other agencies regarding pending legislation which may affect NIH and the national medical and health related research community. This position is also responsible for implementation of law, including appropriations. The incumbent manages the Office of Legislative Policy and Analysis and reports to the Director, NIH.

Qualifications:

This vacancy requires that you **MUST** submit a narrative response to the Executive Core Qualifications **and** Professional/Technical Qualifications statements (see below). **If you do not submit this information by the closing date of the announcement, your application will not be considered.**

BASIC QUALIFICATIONS:

Applicants must meet the minimum requirements for the GS-340 series, as defined by the U.S. Office of Personnel Management Qualification Standards Manual for Administrative and Management Positions which is available at: <http://www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp>

To qualify, candidates must have had senior level experience (GS-14/15 or equivalent) that meets the following mandatory qualification requirements. The experience must have been at a sufficiently high level of difficulty to clearly show that you possess the knowledge, skills and abilities to perform the duties of this position.

EXECUTIVE CORE QUALIFICATIONS (ECQs) (Mandatory):

You must submit a narrative statement in response to each of the Executive Core Qualifications (ECQs) listed below. The ECQs assess the broad executive skills needed to succeed in the Senior Executive Service (SES). The narrative should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge, and technical competence that would indicate successful performance in the SES. This evidence must include clear and concise examples that emphasize your level of responsibilities, scope and complexity of the programs managed, program accomplishments, policy initiatives, and level of contacts. The basic definition for each ECQ is supplemented by underlying ***Competencies*** which are the personal and professional attributes critical to successful performance in the SES. Applicants need not address these ***Competencies*** individually in the narrative but they should be reflected in the related ECQ.

Applicants should also incorporate the ***Fundamental Competencies*** which are the foundation for success in each of the ECQs. Since the ***Fundamental Competencies*** are cross-cutting, they should be addressed over the course of the ECQ narrative. It is not necessary to address them directly as long as the narrative, in its totality, shows mastery of these competencies on the whole. The ***Fundamental Competencies*** are: *Interpersonal Skills, Oral Communication, Integrity/Honesty, Written Communication, Continual Learning, and Public Service Motivation.*

NOTE: If you are currently serving under a career SES appointment, are eligible for reinstatement into the SES or have successfully completed an SES Candidate Development Program approved by the Office of Personnel Management, you **DO NOT** need to address the ECQs. ***However, you must still provide the narrative response to the Professional/Technical Qualifications (PTQs) listed below following the ECQs.***

HOW TO WRITE YOUR ECQS: Information on addressing the Executive Core Qualifications (ECQs), including the definitions of the ECQs and the Competencies associated with the ECQs, and how to write effective ECQ statements, is available in OPM's ["Guide to SES Qualifications."](#) **Do not exceed more than TWO pages for each ECQ.**

ECQ 1 – LEADING CHANGE

This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. (***Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, and Vision***)

ECQ 2 – LEADING PEOPLE

This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. (***Competencies: Conflict Management, Leveraging Diversity, Developing Others, and Team Building***)

ECQ 3 – RESULTS DRIVEN

This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems,

and calculating risks. (**Competencies:** *Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, and Technical Credibility*)

ECQ 4 – BUSINESS ACUMEN

This core qualification involves the ability to manage human, financial, and information resources strategically. (**Competencies:** *Financial Management, Human Capital Management and Technology Management*)

ECQ 5 – BUILDING COALITIONS

This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. (**Competencies:** *Partnering, Political Savvy, and Influencing/Negotiating*)

In addition to the Executive Core Qualifications listed above, candidates must possess experience at the senior level (GS-14/15 level or equivalent) in the following job-specific Professional/Technical Qualifications (PTQs). The PTQs measure technical expertise required by this position.

PROFESSIONAL/TECHNICAL QUALIFICATIONS (PTQs) (Mandatory):

- (1) Ability to provide executive leadership and direction in legislative policy development, analysis, liaison, and outreach to enhance the organization's ability to perform its mission;
- (2) Ability to manage a legislative policy organization including establishing plans and policies, evaluating programs, developing and presenting budgets, and building and maintaining a culturally diverse staff.
- (3) Ability to negotiate on behalf of a multi-tiered organization on legislative policy issues and legislation that may affect the organization, the national biomedical research community, and their respective activities.
- (4) Ability to provide critical leadership and advice to senior officials of an organization or institution on highly sensitive issues that may require development of policy and other reforms.

How You will be Evaluated:

Applicants will be evaluated on the basis of the quality and extent of total accomplishments, experience, and education they possess. All applicants must meet the **mandatory** Executive Core Qualifications and the additional job-specific Professional/Technical Qualifications requirements to be eligible for further consideration. A Search Committee composed of experts will evaluate applications to determine the highly qualified applicants based on the degree to which the qualification requirements are met. Qualifications determinations will be based only on the information provided.

Benefits:

The following links will navigate you to the Federal government's generous benefit packages such as annual, sick and holiday leave, health insurance, and a Thrift Savings Plan with matching contributions. For more information, check out [New Employee Benefits](#) and OPM's website for [Employee Benefits](#).

Other Information:

Travel and Transportation expenses may be authorized in accordance with applicable Federal Travel Regulations governing the relocation of current Federal employees and new appointees.

A one-year probationary period must be served by the individual selected if not currently or previously in the career Senior Executive Service.

Public Health Service Commissioned Officers interested in performing the duties of the position within the Commissioned Corps may submit a resume to the email address below.

Standards of Conduct/Financial Disclosure: The National Institutes of Health inspires public confidence in our science by maintaining high ethical principles. NIH employees are subject to Federal government-wide regulations and statutes as well as agency-specific regulations described at the NIH Ethics website. We encourage you to review this information. This position requires the incumbent to complete a public financial disclosure report prior to the effective date of the appointment.

Equal Opportunity Employment: Equality is held as one of the most important values here at NIH. Selection for this, and any other position, will be based solely on merit. NIH does not discriminate on the basis of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age or membership or non-membership in an employee organization.

If you are a hearing impaired individual seeking assistance with the application process, you may contact the Human Resources Specialist listed in this announcement by phoning a relay operator at 1-800-735-2258. For additional information see [Maryland Relay](#) or [AT&T Relay](#).

How to Apply:

Applicants must submit application materials ELECTRONICALLY by the Closing Date of the announcement to the following email address: seniorre@od.nih.gov

Applicants must submit a resume, curriculum vitae, Optional Application for Federal Employment (OF-612), or any other written format and a detailed written statement addressing all the Executive Core Qualifications and additional Professional/Technical Qualifications listed above. Applicants must provide names, titles, and phone numbers of five references. **Do not include your date of birth or Social Security Number on application materials.**

Please do not submit unsolicited material such as publications, personal endorsements, performance appraisals, award certificates, proof of Veterans' Preference, etc., as these items will not be included in the rating process and will be discarded. (Veterans' Preference does not apply to positions in the Senior Executive Service.) All application materials are subject to the provisions of the Privacy Act and become the property of the Department of Health and Human Services. Any additional information needed will be requested prior to appointment.

FAXED APPLICATIONS WILL NOT BE ACCEPTED.

This announcement is located on the NIH Home Page under "[Executive Jobs](#)." Additional information regarding the NIH may be found at the [NIH website](#).

NOTE: Failure to comply with the required application procedures will result in non-consideration of your application.

Contact Information:

Lynnita Jacobs
Phone: 301-402-4077
TDD: 301-594-8942
Internet: seniorre@od.nih.gov

Or write:

Department Of Health And Human Services/National Institutes of Health
31 Center Drive, MSC 2272
Bldg 31; Room 4B41
Bethesda, MD 20892-2272
US

What to Expect Next:

You will receive an email informing you of the receipt of your application. Applicants who are determined to be highly qualified by the Search Committee will be referred to the selecting official for further consideration and possible interview, at which time you will be contacted. All applicants will be notified of the outcome of their applications once a final selection is made.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.